



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

06-05

DEPARTMENT REVENUE	DIVISION Executive Director's Office	SECTION Office of Research and Analysis	PERMANENT x	NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1	Annual Reports - Historical	Permanent	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
2	Annual Reports - Current year use	Permanent		
3	Annual Reports - Bound	Permanent		
4	Annual Report Source Information	Retain until superseded, obsolete or administrative value is lost		
5	Statistics of Income - Individual	Permanent		
6	Statistics of Income - Corporate	Permanent		
7	Statistics of Income - Bound Corp & Individual	Permanent		
8	Legislations Files - Historical	Permanent		
9	Tax Profile Study	Permanent		
10	Performance Audits	Permanent		
11	Various outside reference publications	Retain until superseded, obsolete or administrative value is lost		
12	Jim's personal reference publications	Retain until superseded, obsolete or administrative value is lost		
13	Marquerite's personal reference publications	Retain until superseded, obsolete or administrative value is lost		
14	Donna's personal reference publications	Retain until superseded, obsolete or administrative value is lost		
15	Janet's personal reference publications	Retain until superseded, obsolete or administrative value is lost		
16	Heidi's personal reference publications	Retain until superseded, obsolete or administrative value is lost		
I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..				
State Archivist's Signature <i>Larry Peterson</i>		Date 6/14/2005	Records Liaison Officer's Signature <i>Julie Raybald</i>	
Attorney General's Signature <i>John Suthers by mm</i>		Date 6/24/05	State Auditor's Signature <i>Sally Symanski</i>	



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DEPARTMENT REVENUE	DIVISION Executive Director's Office	SECTION Office of Research and Analysis	PERMANENT x NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
17	CU Report – Electronic copies	Permanent	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
18	CU Report – Original Reports	Permanent	
19	Federal Reports – Census	Permanent	
20	Collections Report	Permanent	
21	Daily Refund Reports	1 Year + Current	
22	Direct Deposit Refund Void Report	1 Year + Current	
23	Federal Reports – Motor Fuel	5 Years + Current	
24	State Motor Fuel Reports	5 Years + Current	
25	Sales Tax Statistics	Permanent	
26	Heidi's Personal Legislative Files	Retain until superseded, obsolete or administrative value is lost	
27	Quarterly Selected Retail Sales Reports	Permanent	
28	Information Request Files	Retain until superseded, obsolete or administrative value is lost	
29	Various Historical Research Studies	Permanent	
30	Miscellaneous Surveys	Retain until superseded, obsolete or administrative value is lost	
31	Liquor Report	Permanent	
32	Retail Sales Tax Reports	Permanent	
33	Various Historical Research Studies	Permanent	

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State Archivist's Signature

Larry Letetsen

Date

6/14/2005

Records Liaison Officer's Signature

Julie Paybal

Date

6-13-05

Attorney General's Signature

John Suthers by mmm

Date

6/24/05

State Auditor's Signature

Betty Symanski

Date

6/17/05



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DEPARTMENT REVENUE	DIVISION Executive Director's Office	SECTION Office of Research and Analysis	PERMANENT NON-PERMANENT	x x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
34	Susan's personal Reference Publications	Retain until superseded, obsolete or administrative value is lost	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
35	Sales Tax Database Reports	1 Year + Current		
36	Tabor Historical Data File	Permanent		
37	GTM Study	Permanent		
38	Doug Bruce Historical File	Permanent		
39	Various Local Jurisdiction Studies	Permanent		
40	Ongoing Research Studies	Permanent		
41	Quarterly Selected Retail Sales Reports	Permanent		
42	Colorado Revised Statute Books	Retain until superseded, obsolete or administrative value is lost		
43	Session Laws of Colorado Books	Permanent		
44	Donna's Personal Legislative Files	Retain until superseded, obsolete or administrative value is lost		
45	Donna's Customer Information Request Files	Retain until superseded, obsolete or administrative value is lost		
46	Statutes Books (full set)	Retain until superseded, obsolete or administrative value is lost		
47	Capital Gains Reports	10 Years + Current		
48	Refund Reports	10 Years + Current		
49	Corporate Return Report	10 Years + Current		

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State Archivist's Signature <i>Larry Lettich</i>	Date 6/14/2005	Records Liaison Officer's Signature <i>Julie Raybald</i>	Date 6-13-05
Attorney General's Signature <i>John Suthers by mmm</i>	Date 6/24/05	State Auditor's Signature <i>Sally Symanski</i>	Date 6/17/05



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DEPARTMENT REVENUE	DIVISION Executive Director's Office	SECTION Office of Research and Analysis	PERMANENT x NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
50	House and Senate Journals and Calendars	Retain until superseded, obsolete or administrative value is lost	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
51	Corporate Returns for Database	1 Year + Current	
52	Employee Files (Copy)	Retain until employee leaves or superseded + 1 Year	
53	CR 100	3 Month	
54	ORA Workfiles	Permanent	
55	Tabor Reports	Retain until superseded, obsolete or administrative value is lost	
56	Accrual Reports	Retain until superseded, obsolete or administrative value is lost	

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State Archivist's Signature <i>Perry Ketelsen</i>	Date 6/14/2005	Records Liaison Officer's Signature <i>Julie Rykal</i>	Date 6-13-05
Attorney General's Signature <i>John Santhurs by mmm</i>	Date 6/24/05	State Auditor's Signature <i>Sally Symonush</i>	Date 6/17/05

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